orientation bulletin ontario department of education winter courses in art highland park high school ottawa september fourth to may fourteenth nineteen sixty-nine

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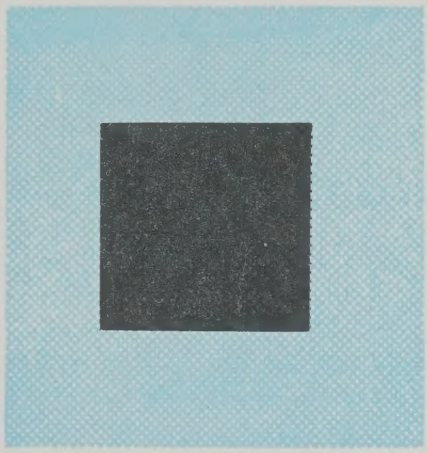

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O R I E N T A T I O N B U L L E T I N

FOR THE USE OF THE PARTICIPANTS OF

THE WINTER COURSE IN ART

HIGHLAND PARK HIGH SCHOOL

OTTAWA, ONTARIO

SEPTEMBER 4, 1969 - MAY 14, 1970

WELCOME The principal and staff of the summer courses in art sponsored by the Ontario Department of Education once again are pleased to welcome teachers to another winter session.

As usual a wide choice of work units is available to all teachers.

Teachers will select four units, one of which must be a Picture-Making unit for the Elementary Certificate. The lecture unit is compulsory for all teachers taking the Elementary Course. A detailed outline is given of each course. You may discuss your choice of units with the instructors on opening day. A Design Course is strongly suggested.

The Toronto courses have grown to such an extent that Elementary and Intermediate I courses will be given at Highland Park High School. You will find each instructor outstanding in his or her particular field -- and most willing to help you in any way possible. Feel free to visit other units to realize the extent of the art programme.

Summarize the gaps in your knowledge about art. What do you think you should know to be more proficient in your work as a teacher of this subject?

Think of the grades you teach and the programme of studies you follow. Select activities which would lend themselves to strong correlations with the lives of the children under your charge and, hence, would improve the general learning situation in your school.

Units of work are exploratory and intended to allow students to discover their abilities, to define their interests, and to give them techniques which have immediate application to the classroom.

Highland Park High School is located at Broadview and Tillbury just off Carling.

All classes will be held on the Second Floor.

WINTER COURSE IN ART

F O R M A

(This is a valuable document - do not lose it)

Name_____ FOR STAFF USE

Certificate_____ | Checked by: |

City_____

A P P R O V E D T I M E T A B L E

Initials_____ UNITS OF WORK Initials _____

Date Sept.4 to Oct 30	Date Nov. 2 to Dec.18
Unit No.	Unit No.
Staff Member	Staff Member
Room No.	Room No.

Initials _____ Initials _____

Date Jan. 8 to Feb. 26	Date Mar. 5 to May 14
Unit No.	Unit No.
Staff Member	Staff Member
Room No.	Room No.

LECTURES

Unit No.	Time	Dates of Lectures	Room No.
OT-121	6-7 p.m.	Sept.11 Jan.15 Oct.2 Feb. 5 Dec.4 Oct.23 Feb.26 Apr.16 Nov.13 Mar.26	Auditorium

Name _____

Certificate _____

City _____

Date Sept.4 to Oct 20	Date Nov. 2 to Dec.18
Unit No.	Unit No.
Staff Member	Staff Member
Room No.	Room No.

Initials _____ Initials _____

Date Jan. 8 to Feb. 26	Date Mar. 5 to May 14
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LECTURES

Unit No.	Time	Dates of Lectures	Room No.
OT-121	8-9 p.m.	Sept.11 Jan.15 Oct.2 Feb. 5 Dec.4 Oct.23 Feb.26 Apr.16 Nov.13 Mar.26	Auditorium

8 - DAY SESSION PLAN

Day Number	1	2	3	4	5	6	7	8	
	Sept. 4	11	18	25	Oct. 2	9	16	23	1st 8-day session
	Oct. 30	Nov. 6	13	20	27	Dec. 4	11	18	2nd 8-day session
	Jan. 8	15	22	29	Feb. 5	12	19	26	3rd 8-day session
	March 5	12	26	April 2	16	23	30	May 7	4th 8-day session

WHAT TO DO SEPTEMBER 4

September 4
6:00 p.m. to 7:30 p.m.

The opening night, September 4, of the winter session will be devoted to registration and orientation. Bring your Form A, which is your guarantee of your enrollment in the various units.

(1) Everyone upon arrival, go to the registration desk on the main floor. Signs will direct you to the right place. Present your Letter of Admission.

(a) Pay the $10 incidental supply fee in cash.

(b) Obtain your Progress Record Card. Elementary or Intermediate 1.

(c) See that your card has marked on it the $10 fee you have paid and that it is initialled by the staff member who accepts your money. (You will receive an official receipt later).

(2) Tour the school and view the displays.

(3) Check your classes:

(a) See your staff members to insure that you are on their class lists.

(b) Your staff members must initial your Form A.

(4) Fill out in ink the heading of your progress record card in CAPITAL letters. Students in Holy Orders should give both religious community name and lay name. Department of Veteran's Affairs (D.V.A.) students should write their branch of service and service numbers on their cards.

(5) Submit to the Office:

(a) Your letter of admission.

(b) Your Progress Record Card.

(c) Your Form A with the initials of your staff member for the four units.

(6) For your reference, copy a completed program on Form A in your Orientation Bulletin - Page 2.

Until your forms are filed in the office, you are not officially enrolled.

CHEQUES ARE NOT ACCEPTABLE ON REGISTRATION DAY.

7:30 p.m.

Teachers go to the Auditorium where they will meet the principal and staff, and will be given final instructions.

8:00 p.m.

Classes begin.

THE "8 - DAY SESSION PLAN"

The timetable of the units of work has been arranged so that teachers may enjoy a maximum of choice. Work units operate upon an 8-day plan. Time during the winter is divided into four 8-day blocks or sessions.

Staff members, whose units of work follow this timetable, open their classes on each day 1 and close them on each day 8. In this way, a unit of work may be offered four times during the year.

The lecture units, taking only a small fraction of the course, are arranged so that they are independent of the 8-day plan.

SELECTING A PERSONAL PROGRAMME

(1) If you are working toward an Elementary Certificate

(a) It is compulsory for you to elect one picture-making unit and lecture unit OT-121. If you select more than one picture-making unit, make sure that the units in question are not repetitions of one another. DO NOT ELECT MORE THAN TWO PICTURE-MAKING UNITS.

(b) Select a craft unit or a design unit.

(c) Select any two other units OT-100 to OT-150.

SUMMARY FOUR UNITS AND A LECTURE COMPLETE A WINTER COURSE. YOU MAY ELECT ANY WORK UNIT FROM OT-100 TO OT-150 BUT YOU SHOULD NOTICE THAT UNITS NUMBERED IN THE OT-100's ARE EXPLORATORY, WHILE THOSE NUMBERED IN THE OT-200's ARE MORE ADVANCED AND GREATER PROFICIENCY ON THE PART OF THE STUDENTS IS EXPECTED. ONE PICTURE-MAKING UNIT IS OBLIGATORY (UNITS OT-100 TO OT-104) AND THE LECTURE UNIT OT-121. THREE HOURS PER EVENING IS THE MINIMUM ATTENDANCE FOR STUDENTS DESIRING AN ART CERTIFICATE.

(2) If you are working toward an Intermediate Certificate, Part 1

You have enjoyed previous experiences in art education. You have explored several fields or design and have probably begun to develop a personal point of view (or philosophy) about art and the teaching of art. Because of this background, you are in a better position to begin to specialize. The following suggestions are offered to help you select a programme leading toward the Intermediate Certificate.

(a) It is advisable for students in the second, third or fourth year to attend a unit dealing with design, such as unit OT-150,

(b) Study the prescriptions of the units of work being offered for exploratory purposes, units OT-100 to OT-150. They may contain some work which you have not previously explored. If you feel that they offer activities which would be practical to you, it is suggested that you include these activities in your timetable.

SUMMARY YOU MAY ELECT ANY UNIT OF WORK FROM OT-100 TO OT-250. MINIMUM ATTENDANCE LEADING TO CERTIFICATION IS THREE HOURS EACH EVENING.

STAFF - UNITS OF WORK

Tokaryk, Mr. J.J., B.A. Principal, Art and Crafts Specialist, Art - Music - Mathematics, Master Teacher of Art, Collegiate Institute Board of Ottawa.	MISCELLANEOUS CRAFTS Unit OT-114 Art Studio Room 204
Buckland, Mr. G., B.A. Vice-Principal, Art Specialist, Supervisor of Art, Ottawa Public Schools.	ELEMENTARY DESIGN Unit OT-150
Conway, Mr. G. Art Specialist, Director, Art Education, Ottawa Separate Schools.	PICTURE MAKING Units OT-102 OT-104
Green, Mr. G. Art Specialist, Principal, Leslie Park P.S., Nepean.	PUPPETRY Units OT-137(a) OT-237
Maxted, Mr. J. Art Specialist, Director of Art, High School of Commerce.	LETTERING-POSTER TECHNIQUES Unit OT-112(a)
McCoy, Mrs. Joan, Art Specialist, Assistant Supervisor of Art, Ottawa Public Schools.	ELEMENTARY PRINTING TECHNIQUES Unit OT-145(a) ELEMENTARY LINOLEUM PRINTING Unit OT-145
McGarvey, Miss Eva Art Specialist, Ceramic Consultant, Ottawa Public Schools.	ELEMENTARY CERAMICS Unit OT-135 ADVANCED CERAMICS Unit OT-235

N.B. THESE UNITS WILL BE OFFERED AT HOPEWELL AVENUE PUBLIC SCHOOL.

Pinkus, Mrs. Wilma Art Specialist, High School of Commerce, Ottawa, Ontario.	ELEMENTARY DRAWING Unit OT-111 ELEMENTARY WATER COLOUR PAINTING Unit OT-113
Storr, Dr. Carter Art Specialist, Assistant Superintendent, Ottawa Public Schools.	LECTURER Unit OT-121

N.B. ALL TEACHERS TAKING THE ELEMENTARY COURSE MUST ATTEND THE LECTURE UNIT.

Topelko, Mr. J. Art Specialist, Director of Art, Canterbury High School.	LEARNING TO DRAW THE HUMAN FIGURE Unit OT-110 ADVANCED LIFE DRAWING Unit OT-203

OT 102 Picture-Making (Grades 1 to 6)

A study will be made of art activities and techniques suitable for pupils in grades 1 to 6. Theory and practice will emphasize picture-making. Group work will be included.

Mr. G. Conway

OT 104 Picture-Making (Grades 1 to 8)

This unit will deal with picture-making in the junior and intermediate grades. A study will be made of the normal modes of expression of pupils in these grades. Areas of discussion and practice will include the elementary school art programme, methods, individual and group activity, handling of basic art materials, a variety of techniques and a study of design as applied to picture-making. Emphasis will be directed towards grades 5 to 8.

Mr. G. Conway

OT 110 Learning to Draw the Human Figure

This unit is planned to help teachers draw the human elementary figure. The stress will be on proportions as well as techniques in life drawing.

Mr. J. Topelko

OT 111 Elementary Drawing

This unit offers an 8-day preliminary but detailed exploration of the elements of drawing. This will include a wide range of materials in relation to varied subject matter. There will be an emphasis on outdoor sketching, still life, figure drawing, imaginative composition and creative drawing. This unit is especially recommended as a background for advanced drawing and painting units.

Mrs. W. Pinkus

OT 112a Elementary Poster-Making and Bulletin Board Techniques

This one-week unit will consist of brief lectures and practical experiments in poster-making. A study will be made of lettering, design and content as applied to the poster. Media used will be tempera and ink and coloured papers. Bulletin board arrangement will also be studied.

Mr. J. Maxted

OT 113 Elementary Water Colour Painting

This unit offers an 8-day exploration of water colour painting. Emphasis will be placed on outdoor sketching, still life, and non-objective work in various media, before rendering such studies into water colour paintings.

Mrs. W. Pinkus

OT 114 Miscellaneous Crafts

This unit will emphasize experiences for children in elementary school grades, stressing inexpensive and salvage materials, which the children can use.

Mr. J.J. Tokaryk

OT 121 Elementary Pedagogy

This unit comprises a series of lectures and general discussions on elementary pedagogy, philosophy and psychology with special reference to the teaching of art. Such topics as the characteristics of contemporary education, the individual and society, supervision, the enterprise, the learning process, objectives in art teaching, the democratic concept of education will be discussed with the object of developing an insight into and understanding of the role of the teacher of art as an educational leader in his community. This unit is prerequisite for all students who wish to receive an elementary certificate. The textbook is: Charles D. Gaitskell. Children and Their Art (Toronto: Longmans, 1958).

Dr. Carter Storr

OT 135 Elementary Ceramics

This unit will include methods of hand-building pottery, practical glazing techniques, design and decoration in relation to pottery, and firing techniques. The relationship of ceramics in the art activities in elementary and secondary schools will be discussed. This unit will be offered at Hopewell Avenue Public School.

Miss E. McGarvey

OT 137a Elementary Puppetry

This unit will include a study of puppets, marionettes, shadow puppets, push puppets, and rod puppets. These figures will be produced from a number of materials, and students will learn how to operate them. Various types of puppets and marionettes will be made which will be suitable for pupils in all grades from 1 to 12. Students will participate in the production of plays involving the use of all the above puppets.

(Materials will be provided, but those students planning to take the unit are advised to bring odds and ends which might supplement the materials supplied. Materials such as bright cloth in a variety of textures, scraps of felt, fur, leather, old socks and stockings, old jewellery, and trimmings might be brought.)

Mr. G. Green

OT 145 Elementary Linoleum Work

A study will be made of single block linoleum cutting and printing. Printing will be done on paper and textiles.

Mrs. J. McCoy

OT 145a Printing Techniques

This unit will deal with the techniques of cutting and printing, using potatoes, cardboard and linoleum. Printing will be done of paper and textiles. Teachers are requested to bring a small sharp knife and scissors.

Mrs. J. McCoy

OT 150 Elementary Design

This is a unit dealing with theories of design. This unit is devised to give art teachers an understanding of some of the basic theories and ideas underlying design in the wider meaning of the term. Though not a unit on how to design particular things, it should help the teacher to apply or to recognize sound design in a variety of art products.

Mr. G. Buckland

OT 203 Advanced Life Drawing

This unit will include the study of drawing from the living costume model. Media will include conte crayon, pencil, and pen and ink as media for line drawing.

Mr. J. Topelko

OT 235 Advanced Ceramics

This unit will include more advanced experience in building, decorating and glazing pottery. Some attention will be given to contemporary pottery and modern trends in ceramic sculpture. Students must have taken Unit OT 135 before taking Unit OT 235. This unit will be offered at Hopewell Avenue Public School.

Miss E. McGarvey

OT 237 Advanced Puppetry

This unit will be a continuation of Unit OT 137a. Special attention will be given to puppet stage construction and operation.

Mr. G. Green

WHEN YOU FINISH A WORK UNIT

At the close of each unit of work you have a number of things to do:

(1) Each teacher has a progress record card which he obtained upon registration. These cards have spaces for a record of activities explored under the guidance of the staff members. On each day 8, your card will be brought to you.

(2) Write a short description of the work you have completed in the proper spaces on the record card.

(3) Take your card, together with the work you have completed, to the staff member for his appraisal. Your staff member will then write a short statement of your progress and will sign the card. It is your privilege to know what the staff member says about your progress. In this way, you will always know how well you are succeeding in your work.

(4) Leave your record card with the staff member.

(5) Take your notebook to your staff member and have him initial it.

WORKING AT YOUR PROGRAMME

STANDARD OF WORK

Teachers are often concerned about the standard of excellence they should reach in their manual work. How proficient should you be in art? It is felt that in the brief time allotted to the elementary units, teachers should have as broad a survey of activities as possible, and should not spend too much time trying to perfect any one technique.

No one expects you to become an artist in a preliminary winter course. All the staff hopes is that you may have experiences which will enable you to become a better teacher. Therefore, do not repeat work just to perfect a skill. Skill is useful to have, but if you want to achieve it, practice all week. Once you have mastered enough of a technique to use it in a classroom, decide without delay your next field of exploration.

PRESCRIBED READING

With the exception of the lecture unit, there is no "prescribed reading" for the units of work. An intelligent person reads a book to answer questions which have arisen during his experience. Probably no two persons will want to find the answers to exactly the same questions, and it would seem, under the circumstances, to be wasteful of time and energy to do "prescribed reading".

WRITTEN ASSIGNMENTS

What has been said concerning "prescribed reading" applies also to "written assignments". With the exception of the lecture unit, there are no "written assignments" attached to the work units. If the participant whshes to write an any topic in order to clarify his thinking or to help him to recall useful information he has discovered, he will do his writing in his notebook for his own benefit, and not as a proof of work done.

EXAMINATIONS

Counsellors and instructors do not set examination papers. Lecturers, however, may give short tests throughout their units or may set a final paper. They may, on the other hand, summarize a teacher's progress by means of "term's work" or in any other manner they may wish to choose.

NOTEBOOKS

Teachers are expected to keep notebooks during the winter session. Your notes (suitably illustrated) should contain such information as will be valuable to you when you return to your teaching position. Write only that which is necessary and useful. The following items are suggested.

(1) Short descriptions of new techniques learned, including the materials and tools involved.

(2) Suggestions for correlations of these techniques with other areas of school life.

(3) A brief summary of valuable theory (both of aesthetics and of methodology) connected with the techniques which your co-workers and your staff members have contributed.

(4) An outline of the problems discussed by lecturers which are of importance to you.

(5) Short accounts of any reading which may have bearing upon the topics outlined in your notebook.

GENERAL ANNOUNCEMENTS

NATIONAL ART GALLERY

The National Art Gallery offers teachers at the winter course the privilege of visiting the gallery free of charge Regular visits should be made to the Gallery throughout the year and especially when new exhibits are advertised.

INSTRUCTORS' COMMENTS MIGHT CONSIST OF THE FOLLOWING:

EXCELLENT - meaning that the teacher is most co-operative, creative and open-minded, seems to have a grasp of the essentials of contemporary art education, produced work which is outstandingly well designed and attacks problems with considerable intellectual vigour.

COMPLETE - meaning that the teacher is co-operative, produces work which is reasonably well designed, is not unreasonably opposed to contemporary trends in art education, goes about the work on hand with reasonable self-reliance; works to capacity.

INCOMPLETE - meaning that the teacher is unintelligently opposed to contemporary trends in art education, shows strong signs of laziness, produced copied work or work which is very badly designed; is resentful of change. Some staff members may make other comments.

PARKING

There are excellent parking facilities at the school for teachers.

SMOKING

Because of fire hazards associated with art materials, there is a strict "No Smoking" law inside the building.

TOOLS AND SUPPLIES

Owing to the high cost of art supplies, teachers are asked to be particularly careful not to be wasteful of any materials. Every teacher is urged to bring a pair of scissors, since no scissors will be supplied. Sufficient quantities of all other tools and supplies for normal activities are available at no extra cost above the $10 incidental supply fee. Should a teacher require extra or larger than usual quantities of any material, an extra charge would be made.

TEACHERS' ABSENCE

It will be realized that even one day's absence is a serious matter in a concentrated winter session such as this. Teachers who wish to obtain an art certificate may not be absent from any units written on Form A. Should illness prevent a teacher from attending class, a doctor's or dentist's certificate must be presented upon return to the winter session.

PURCHASE OF BOOKS AND PRINTS

A number of publications on art can be bought at the sales desk of the National Art Gallery. Some prints of paintings are also available from the same source.

EVALUATING THE WINTER SESSION

No matter how thoughtfully a winter session of this kind is planned, there is always room for improvement. Teachers, who are people with the greatest insight into the success of the courses, are asked to evaluate the existing organization. They should suggest means of improving present conditions whenever a practical idea occurs to them. Many of the present arrangements at the art courses are based upon the suggestions offered by teachers at former summer and winter sessions.

DISPLAY OF WORK

Displays of teachers' work will be held each day 8. Staff should collect work each day 7 for display on day 8. Display boards will be available each day 8 at 6 p.m.